



# IDAHO

Division of  
Professional-Technical Education

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Date: January 31, 2013

To: Superintendents

From: Glenn Orthel, Coordinator, Professional Development & Certification

Subject: PTE Form 10 Reporting Procedures for 2012-2013

The annual PTE secondary data reporting is summarized in this letter. We are currently testing a new PTE reporting system that will integrate data from the Idaho System for Educational Excellence (ISEE). Unfortunately the development of the new reporting system has suffered several setbacks and is not in a usable state. Until such time that the new PTE reporting system is checked and validated we will continue to use the traditional PTE reporting system.

The forms and deadlines are detailed below. This letter, forms, instructions and other resources are posted at <http://www.pte.idaho.gov/10Forms/Forms.html>.

1. **Due February 15<sup>th</sup>**

- **Request for New Secondary PTE Program in 2013-2014:** The new program request is aligned with the essential components of state approved PTE programs. This application is used for new PTE programs at comprehensive high schools and Professional-Technical High Schools. Please note that new program requests at Professional-Technical Schools must include the Addendum on pages 5-6.
- **PTE Program Enrollment (10E):** This is an unduplicated count of students enrolled in each PTE program. The count is disaggregated by grade, gender, race/ethnicity, and special populations. It is submitted online by the lead instructor at [http://www.pte.idaho.gov/10Forms/10\\_Forms\\_Home.html](http://www.pte.idaho.gov/10Forms/10_Forms_Home.html).
- **Summary of Secondary Student Concentrator Graduate Follow-up Report (10SS):** This is a follow-up report on the PTE Concentrators who graduated last year (2012). The data for the 10SS should come from the 10S form that is completed annually and kept on file at the school. One 10SS form is completed per school which summarizes all PTE programs and is submitted by the PTE online administrator at [http://www.pte.idaho.gov/10Forms/10\\_Forms\\_Home.html](http://www.pte.idaho.gov/10Forms/10_Forms_Home.html).

2. **Due May 1<sup>st</sup>**

- **Local Annual Application:** The Local Annual Application represents the local district's request for state PTE secondary added-cost funding for next year. Components of the Local Annual Application that are submitted separately are:
  - Statement of Assurances
  - Certifications Regarding Lobbying; Debarment; and Drug-Free Workplace Requirements
  - Program Budget Request (10F) – submitted online by the lead instructor of each PTE program at [http://www.pte.idaho.gov/10Forms/10\\_Forms\\_Home.html](http://www.pte.idaho.gov/10Forms/10_Forms_Home.html). **The allowable use of PTE secondary added-cost funds has been updated for the 2013-2014 school year. The updated use of funds are included in the 10F instructions at the webpage listed above.**

Additional requirements apply for PTE programs seeking to qualify for Professional-Technical School (PTS) funding. Contact Glenn Orthel for more information on PTS funding. Also, the Statement of Assurances and the Certifications Regarding Lobbying; Debarment; and Drug-Free Workplace Requirements must be completed on hard copy and returned to the Division of Professional-Technical Education (DPTE) with the original signature(s). The Local Annual Application must be submitted and approved before any state or federal funds can be released to the district for the 2013-2014 school year.

**Please note the due date for the Local Annual Application (which includes Form 10F, the Statement of Assurances, and Certifications Regarding Lobbying; Debarment; and Drug-Free Workplace Requirements) is May 1, 2013.** If there are questions about completing the forms or accessing the system, please contact me or Becky Davis at 334-3216 or by e-mail at [gorthel@pte.idaho.gov](mailto:gorthel@pte.idaho.gov) or [rdavis@pte.idaho.gov](mailto:rdavis@pte.idaho.gov).

pc: Principals, PTE Program Managers, PTE Coordinator, Professional-Technical School Administrators